



National Aeronautics and
Space Administration

John C. Stennis Space Center
Stennis Space Center, MS
39529-6000

SPG 1152.1 Rev. B
March 2004

John C. Stennis Space Center SSC/NASA Charters - Boards/Councils/Committees

Stennis Procedures and Guidelines	SPG 1152.1	B
	<i>Number</i>	<i>Rev.</i>
	Effective Date: March 18, 2004	
	Expiration Date: March 18, 2009	
Page i of vi		
Responsible Office: AA00/ Center Director		
SUBJECT: SSC/NASA Charters – Boards/Councils/Committees		

Document History Log

Status/Change/ Revision	Change Date	Originator/Phone	Description
Basic	4/28/99	DA00/B. Dubuisson, X-1636	Revises/cancels SPC 1152.1 to capture all charters in an SPG, to allow independent revision/extension of each charter, and to allow the addition of new charters with two-year terms. Deletes Section 1152.1(2) [Appendix B] Termination Settlement Review Board Charter” as NASA FAR Supplement has deleted reference to this Board.
A	April, 2002	DA00/B. Dubuisson, X81636	Revised Appendix A to delete reference to HATC. Added new charters/Appendices B, D, E, F, G, and H. General revision of Preface and overall format to accommodate new SSC documentation format requirements. Removed the “Establishment” paragraph and change duration of charters per requirements in NPG 1400.1.
B	March, 2004	Renay Nelson, Directives Manager	General revision of entire document to reflect NASA/SSC reorganizations and changes in functional responsibilities. Added Chapter 1, Operational Procedures. Added CIO Executive Board Charter, Information Technology Focus Group Charter, and SSC Employee Safety Council Charter. Deleted SSC System Management Panel Charter and Propulsion Test Governing Program Management Council.

Stennis Procedures and Guidelines	SPG 1152.1	B
	<i>Number</i>	<i>Rev.</i>
	Effective Date:	March 18, 2004
	Expiration Date:	March 18, 2009
Page ii of vi		
Responsible Office: AA00/ Center Director		
SUBJECT: SSC/NASA Charters – Boards/Councils/Committees		

Table of Contents

PREFACE	v
P.1 PURPOSE	v
P.2 APPLICABILITY	v
P.3 AUTHORITY	v
P.4 REFERENCES	v
P.5 CANCELLATION	vi
CHAPTER 1 COMMON OPERATIONAL PROCEDURES AND INTEGRATED REPORTING OF ACTIVITIES	1
1.1 Requirement	1
1.2 Common Operational Processes	1
1.3 Reporting	1
APPENDIX A: 1152.1(1) – CPAF PERFORMANCE EVALUATION BOARDS CHARTER AND SUMMARY OF PRINCIPAL ACTIONS AND SCHEDULES INVOLVED IN DETERMINING THE AWARD FEE PAYMENT FOR EACH EVALUATION PERIOD	2
A.1.0 Purpose	2
A.2.0 Applicability	2
A.3.0 Authority	2
A.4.0 Establishment and Function of Performance Evaluation Boards and Schedules	2
A.5.0 Board Membership	3
A.6.0 Review of Board's Recommendations	4
A.7.0 Processing Time and Summary of Principal Actions and Schedules	4
A.8.0 Meetings	5
A.9.0 Records	5
A.10.0 Duration	5
A.11.0 Cancellation	5
APPENDIX B: 1152.1(2) – FACILITY REVIEW BOARD CHARTER	6
B.1.0 Purpose	6
B.2.0 Applicability	6
B.3.0 Authority	6
B.4.0 Establishment	6
B.5.0 Functions	7
B.6.0 Membership	8
B.7.0 Meetings	8
B.8.0 Records	8
B.9.0 Duration	9
B.10.0 Cancellation	9
APPENDIX C: 1152.1(3) – SSC SAFETY MANAGEMENT COUNCIL CHARTER	10
C.1.0 Purpose	10

Stennis Procedures and Guidelines	SPG 1152.1	B
	<i>Number</i>	<i>Rev.</i>
	Effective Date: March 18, 2004	
	Expiration Date: March 18, 2009	
Page iii of vi		
Responsible Office: AA00/ Center Director		
SUBJECT: SSC/NASA Charters – Boards/Councils/Committees		

C.2.0	Applicability	10
C.3.0	Authority	10
C.4.0	Establishment.....	10
C.5.0	Functions.....	11
C.6.0	Membership	11
C.7.0	Meetings.....	12
C.8.0	Records	12
C.9.0	Duration	12
C.10.0	Cancellation	12
APPENDIX D: 1152.1(4) – QUALITY MANAGEMENT COUNCIL (QMC) CHARTER		13
D.1.0	Purpose.....	13
D.2.0	Applicability	13
D.3.0	Authority	13
D.4.0	Establishment.....	13
D.5.0	Functions.....	13
D.6.0	Membership	14
D.7.0	Meetings.....	15
D.8.0	Records	15
D.9.0	Duration	15
D.10.0	Cancellation	15
APPENDIX E: 1152.1(5) – INFORMATION TECHNOLOGY CONFIGURATION CONTROL BOARD (ITCCB) CHARTER.....		16
E.1.0	Purpose.....	16
E.2.0	Applicability	16
E.3.0	Authority	16
E.4.0	Functions.....	16
E.5.0	Membership	17
E.6.0	Meetings.....	17
E.7.0	Records	17
E.8.0	Duration	17
E.9.0	Cancellation	17
APPENDIX F: 1152.1(6) – STENNIS SPACE CENTER PROGRAM MANAGEMENT COUNCIL (PMC) CHARTER.....		18
F.1.0	Purpose.....	18
F.2.0	Applicability	18
F.3.0	Authority	18
F.4.0	Responsibilities.....	18
F.5.0	Membership	20
F.6.0	Meetings.....	20
F.7.0	Duration	20
F.9.0	Records	21
F.10.0	Cancellation	21

Stennis Procedures and Guidelines	SPG 1152.1	B
	<i>Number</i>	<i>Rev.</i>
	Effective Date:	March 18, 2004
	Expiration Date:	March 18, 2009
Page iv of vi		
Responsible Office: AA00/ Center Director		
SUBJECT: SSC/NASA Charters – Boards/Councils/Committees		

APPENDIX G: 1152.1(7) – SSC CIO EXECUTIVE BOARD (CIOEB) CHARTER	22
G.1.0 Purpose.....	22
G.2.0 Applicability	22
G.3.0 Authority	22
G.4.0 Establishment.....	23
G.5.0 Functions.....	23
G.6.0 Membership	24
G.7.0 Meetings.....	25
G.8.0 Records	25
G.9.0 Duration	25
G.10.0 Cancellation	25
APPENDIX H: 1152.1(8) – SSC EMPLOYEE SAFETY COUNCIL CHARTER	26
H.1.0 Purpose.....	26
H.2.0 Applicability	26
H.3.0 Authority	26
H.4.0 Establishment.....	26
H.5.0 Functions.....	27
H.6.0 Membership	27
H.7.0 Meetings.....	27
H.8.0 Records	27
H.9.0 Duration	28
H.10.0 Cancellation	28
ATTACHMENT 1 – EXAMPLE MANAGEMENT COUNCIL CHECKLIST	29

Stennis Procedures and Guidelines	SPG 1152.1	B
	<i>Number</i>	<i>Rev.</i>
	Effective Date:	March 18, 2004
	Expiration Date:	March 18, 2009
Page v of vi		
Responsible Office: AA00/ Center Director		
SUBJECT: SSC/NASA Charters – Boards/Councils/Committees		

PREFACE

P.1 PURPOSE

This SPG is established to capture the requirements of all SSC/NASA charters for boards, councils, and committees.

- a. Charters will be created, revised, and maintained by individual Appendixes to this SPG.
- b. Charters will be added to or removed from this SPG as requirements are identified.
- c. Creation, revision, or rescission of charters is the responsibility of the cognizant organizations or functions.
- d. Unless otherwise specified, each charter will continue until the specific governance or requirement for its establishment is cancelled or amended.
- e. This SPG and its associated charters will be reviewed for continuation upon the normal expiration date of this SPG.

P.2 APPLICABILITY

This SPG is applicable to the NASA/SSC organizations, officials-in-charge, and personnel of the John C. Stennis Space Center. To the extent appropriate as described herein, this SPG is also applicable to NASA Contractors and other government agencies residing at SSC.

P.3 AUTHORITY

42 U.S.C. 2451, et. seq., The National Aeronautics and Space Act of 1958, as amended.

P.4 REFERENCES

Unless otherwise specified the latest revision is considered to be the correct version.

- a. NPR 1000.3, The NASA Organization.
- b. NPR 1400.1, NASA Directives System Procedural Requirements.

Stennis Procedures and Guidelines	SPG 1152.1	B
	<i>Number</i>	<i>Rev.</i>
	Effective Date:	March 18, 2004
	Expiration Date:	March 18, 2009
Page vi of vi		
Responsible Office: AA00/ Center Director		
SUBJECT: SSC/NASA Charters – Boards/Councils/Committees		

P.5 CANCELLATION

SPG 1152.1, Basic, SSC/NASA Charters – Boards/Councils/Committees, dated May 15, 2002.

T.Q. Donaldson V, RDML USN (Ret)
Director

Signature on File

DISTRIBUTION:

SDL-2
NODIS

Stennis Procedures and Guidelines	SPG 1152.1	B
	<i>Number</i>	<i>Rev.</i>
	Effective Date: March 18, 2004	
	Expiration Date: March 18, 2009	
Page 1 of 30		
Responsible Office: AA00/Center Director		
SUBJECT: SSC/NASA Charters – Boards/Councils/Committees		

CHAPTER 1 COMMON OPERATIONAL PROCEDURES AND INTEGRATED REPORTING OF ACTIVITIES

1.1 Requirement

Common operational processes shall be established and used by all SSC Boards, Councils, and Committees to facilitate integrated reporting of activities to senior management. This requirement applies specifically to the councils for Program Management (PMC), Quality Management (QMC), Safety Management (SMC), and Environmental Management (EMC) and extends to ad-hoc committees and boards, such as steering committees, as required by Center management. The particular operational processes to be used will be specified during the specific program or project acceptance Program Management Council (PMC) meetings.

1.2 Common Operational Processes

Common operational processes will include agenda structure, meeting set-up and notification, management of action items, presentation development, meeting minutes, and records archival procedures. An example check sheet for these processes is shown in Attachment 1.

The common agenda includes but is not necessarily limited to the following:

- Opening Comments – Provided by the Chair of the meeting.
- Performance Measures – Dash Board: Metrics indicating degree of process control versus goals or targets.
- Exceptions – Identification of program(s), project(s), or processes that are out of control relative to a given set of goals and/or targets.
- Corrective Actions – Identification of recovery steps, efforts, processes necessary to bring the program(s), project(s), or processes back under control relative to a given set of goals and/or targets.
- Action Item Review – This includes the review and status of on-going items and the initiation of new items requiring focused attention.
- Special Topics – These are focused topics to heighten awareness or address a specific area of concern all of which requiring management attention.
- Backup Data – Detailed information to support all-the previous subject areas.

1.3 Reporting

On a six-month interval, the System Management Office shall generate a report integrating the activities of the PMC, QMC, SMC, and EMC. This report will be presented to senior management during a scheduled PMC meeting. Other boards and committees shall be included for reporting as necessary.

Stennis Procedures and Guidelines	SPG 1152.1 (1)	B
	<i>Number</i>	<i>Rev.</i>
	Effective Date: March 18, 2004	
	Expiration Date: Until Revised or Rescinded	
Page 2 of 30		
Responsible Office: BA30/Acquisition Management Office		
SUBJECT: SSC/NASA Charters – Boards/Councils/Committees – Appendix A: CPAF Performance Evaluation Boards Charter		

APPENDIX A: 1152.1(1) – CPAF PERFORMANCE EVALUATION BOARDS CHARTER AND SUMMARY OF PRINCIPAL ACTIONS AND SCHEDULES INVOLVED IN DETERMINING THE AWARD FEE PAYMENT FOR EACH EVALUATION PERIOD

A.1.0 Purpose

- a. To provide for an objective evaluation of cost-plus-award fee (CPAF) contractor performance.
- b. To establish a schedule for principal actions necessary to accomplish a timely award fee payment to the contractor.

A.2.0 Applicability

This charter is applicable to NASA Stennis Space Center.

A.3.0 Authority

Unless otherwise specified the latest revision is considered to be the correct version.

- a. NPR 5100.4, Federal Acquisition Regulation Supplement (NASA/FAR Supplement) [48 CFR 1800-1899].
- b. NPD 5101.32, Procurement.
- c. NPR 5101.33, Procurement Advocacy Programs.

A.4.0 Establishment and Function of Performance Evaluation Boards and Schedules

The support services and other contracting requirements of SSC may incorporate the use of contract types, which provide for the payment of an award fee on a periodic basis. As such, the Performance Evaluation Board (PEB) will evaluate contractor performance in accordance with plans approved by the SSC Director. Participating organizations assigned responsibilities to support PEB's are provided a schedule (see paragraph 7.0 below) to enable a timely award fee payment to the contractor. It should be noted that this schedule is in calendar days and represents the maximum time allowed.

Stennis Procedures and Guidelines	SPG 1152.1 (1)	B
	<i>Number</i>	<i>Rev.</i>
	Effective Date:	March 18, 2004
	Expiration Date:	Until Revised or Rescinded
Page 3 of 30		
Responsible Office: BA30/Acquisition Management Office		
SUBJECT: SSC/NASA Charters – Boards/Councils/Committees – Appendix A: CPAF Performance Evaluation Boards Charter		

A.5.0 Board Membership

The following are hereby designated to serve on the SSC Test and Technical Services Contract Performance Evaluation Board in the capacities shown:

a. Chairs:

- (1) Director, Propulsion Test Directorate (Chair).
- (2) Deputy Director, Propulsion Test Directorate (Vice-Chair).

b. Members:

- (1) Director, Propulsion Test Directorate.
- (2) Alternate – Deputy Director, Propulsion Test Directorate.
- (3) Manager, Program Integration Office.
- (4) Alternate – Deputy Manager, Program Integration Office.
- (5) Director, Earth Science Applications Directorate.
- (6) Alternate – Deputy Director, Earth Science Applications Directorate.
- (7) Procurement Officer.
- (8) Alternate – Deputy Procurement Officer.
- (9) Director, Center Operations Directorate.
- (10) Alternate – Deputy Director, Center Operations Directorate.
- (11) Director, Business Management Directorate.
- (12) Alternate – Chief Financial Officer (CFO).
- (13) Manager, Safety and Mission Assurance Office.
- (14) Alternate – Deputy Manager, Safety and Mission Assurance Office.
- (15) CNMOC – Designee and Alternate.

c. Ex-Officio Members (Non-Voting):

- (1) Achievement Coordinator: Contracting Officer's Technical Representative.
- (2) Business Coordinator: Support Services Contracting Division Senior Contract Specialist.
- (3) Legal Advisor: Chief Counsel.
- (4) Secretary: Secretary to Propulsion Test Directorate.

Stennis Procedures and Guidelines	SPG 1152.1 (1)	B
	<i>Number</i>	<i>Rev.</i>
	Effective Date: March 18, 2004	
	Expiration Date: Until Revised or Rescinded	
Page 4 of 30		
Responsible Office: BA30/Acquisition Management Office		
SUBJECT: SSC/NASA Charters – Boards/Councils/Committees – Appendix A: CPAF Performance Evaluation Boards Charter		

A.6.0 Review of Board's Recommendations

The Fee Determination Official (FDO), as designated pursuant to the cognizant contract, will review the findings and recommendations of the Performance Evaluation Board together with other information available to him/her and determine the award fee earned by the contractor in accordance with the applicable contract provisions.

A.7.0 Processing Time and Summary of Principal Actions and Schedules

a. The CPAF/PEB processing times shall be maintained by the cognizant contract specialist on SSC Form 680 as follows:

- (1) Technical/Business Managers submit reports to coordinators and contractor submits self-appraisal report – 7 days after end of six-month period.
- (2) Coordinators and Technical/Business Managers assess performance for award fee period and discuss results with contractor – 14 days after end of six-month period.
- (3) Coordinators submit Summary Performance Reports to PEB – 21 days after end of six-month period.
- (4) PEB meets with coordinators and contractor, evaluates findings, and prepares recommendations/PEB Report to Fee Determining Official (FDO) – 28 days after end of period.
- (5) PEB Chair submits PEB Report to FDO – 35 days after end of period.
- (6) FDO approves and sends Award Fee Determination to Contracting Officer – 42 days after end of period.
- (7) Contracting Officer notifies contractor of FDO determination. Contractor has ten days to accept/reject FDO determination – 42 days after end of period.
- (8) SSC Office of Chief Financial Officer issues documents for contractor payment – 60 days after end of period.

b. The PEB will establish and issue appropriate lists of subsidiary actions and schedules necessary to meet the above schedules, with emphasis on concurrency to the extent feasible.

<u>Summary by Days From:</u>	<u>Total Days</u>
End of period to receipt by PEB	21
PEB report to FDO	35
FDO report to contractor	42
Documents issued for contractor payment	60
 Total Time Schedule	 60 days

Stennis Procedures and Guidelines	SPG 1152.1 (1)	B
	<i>Number</i>	<i>Rev.</i>
	Effective Date:	March 18, 2004
	Expiration Date:	Until Revised or Rescinded
Page 5 of 30		
Responsible Office: BA30/Acquisition Management Office		
SUBJECT: SSC/NASA Charters – Boards/Councils/Committees – Appendix A: CPAF Performance Evaluation Boards Charter		

A.8.0 Meetings

The Chair shall convene the Board with a quorum of the committee present. A quorum shall be defined as the Chair and any four other members of the committee. Board shall meet at the call of the Chair.

A.9.0 Records

The Chair of the PEB is responsible for all records associated with the PEB.

A.10.0 Duration

This charter will continue until the directive establishing it is cancelled or amended.

A.11.0 Cancellation

Supersedes SPG 1152.1(1) [Appendix A], dated May 15, 2002.

Stennis Procedures and Guidelines	SPG 1152.1 (2)	B
	<i>Number</i>	<i>Rev.</i>
	Effective Date: March 18, 2004	
	Expiration Date: Until Revised or Rescinded	
Responsible Office: RA00/Center Operations Directorate		Page 6 of 30
SUBJECT: SSC/NASA Charters – Boards/Councils/Committees – Appendix B: Facility Review Board Charter		

APPENDIX B: 1152.1(2) – FACILITY REVIEW BOARD CHARTER

B.1.0 Purpose

To establish a uniform policy for the control of configuration of Stennis Space Center's (SSC's) facilities and approval of SSC facility projects required for the accomplishment of assigned missions.

B.2.0 Applicability

This charter is applicable to all facilities and structures at SSC.

B.3.0 Authority

Unless otherwise specified the latest revision is considered to be the correct version.

- a. 31 USC 3512(b), Federal Managers Financial Integrity Act 1982.
- b. NPR 8800.15, Real Estate Management Program Implementation Manual.
- c. NPR 8820.2, Facility Project Implementation Guide.

B.4.0 Establishment

This charter establishes a Facility Review Board (FRB) that will:

- a. Act for the Center Director in the administration of the NASA/SSC policies and procedures, as affected by this instruction.
- b. Monitor the action of the various Configuration Control Boards (CCB) for compliance with this instruction.
- c. Evaluate and approve, in the name of the Center Director, facility projects for adherence to Center goals, missions and policy.
- d. Approve for the Center Director those facility projects falling within his/her authority and identify those exceeding the authority assigned to the organizational elements at SSC.
- e. Recommend appropriate action to the Center Director for those facility projects exceeding his/her authority.
- f. Periodically review with the Center Director the actions of the FRB.

Stennis Procedures and Guidelines	SPG 1152.1 (2)	B
	<i>Number</i>	<i>Rev.</i>
	Effective Date: March 18, 2004	
	Expiration Date: Until Revised or Rescinded	
Responsible Office: RA00/Center Operations Directorate		Page 7 of 30
SUBJECT: SSC/NASA Charters – Boards/Councils/Committees – Appendix B: Facility Review Board Charter		

B.5.0 Functions

a. SSC organizational elements will be responsible for the configuration control of the facilities assigned to them by Memorandum of Agreement or charter. They will also be responsible for identifying and justifying facility projects required for mission accomplishment within the limits established by this instruction. Each individual SSC organizational director may establish a CCB and control procedure for compliance with this policy. Those organizational directors will register this finding with the FRB. Center Operations Directorate will develop configuration control in all areas not covered by a CCB. Documentation describing the facility systems to be controlled, the CCB membership, and the control procedures will be registered with the FRB that is established herein to administer this policy for the SSC Director.

b. Each Configuration Control Board shall:

(1) Identify those facilities' systems for which it must control configuration to assure mission success, prevent damage to government property, and prevent personal injury or loss of life. These critical systems will be documented, registered with the FRB, and reviewed annually. Results of the annual review will be registered with the FRB;

(2) Manage the control of those critical systems identified in accordance with this instruction. The CCB will also be responsible for reviewing and recommending action on all new facility projects. The membership of the board and any changes to the membership shall be registered with the FRB;

(3) Develop a formal procedure for the operation of the CCB and register the procedure and any changes with the FRB; and

(4) Notify the FRB of all actions taken by the Board and provide minutes of all meetings.

c. Approval Process:

(1) The approval of facility projects up to \$500,000 is delegated to the FRB Chair. The FRB Chair may delegate approval to the Chief, Project Management Division for service requests less than \$25,000.

(2) The approval of facility projects over \$500,000 is in accordance with the Facility Project Implementation Guide, NPR 8820.2.

Stennis Procedures and Guidelines	SPG 1152.1 (2)	B
	<i>Number</i>	<i>Rev.</i>
	Effective Date: March 18, 2004	
	Expiration Date: Until Revised or Rescinded	
Responsible Office: RA00/Center Operations Directorate		Page 8 of 30
SUBJECT: SSC/NASA Charters – Boards/Councils/Committees – Appendix B: Facility Review Board Charter		

B.6.0 Membership

a. The Facility Review Board Membership will consist of:

- (1) Chair, Director, Center Operations Directorate.
- (2) Director, Propulsion Test Directorate.
- (3) Manager, Program Integration Office.
- (4) Director, Business Management Directorate.
- (5) Chief, Project Management Division, Center Operations Directorate.
- (6) Director, Earth Science Applications Directorate.
- (7) NESC Chief Engineer (Non-Voting)

b. Recommended Configuration Control Board Membership:

- (1) Chair – Appointed by the Organizational Element Director.
- (2) Member – Chief, Project Management Division, SSC Center Operations Directorate.
- (3) Member - Deputy Manager, Safety and Mission Assurance Office (S&MA).
- (4) Member – Acquisition Management Office Representative.
- (5) Other members as determined by the Chair.

c. The Manager, S&MA will act as advisor to the FRB, and the Director, Center Operations will provide technical and administrative support.

B.7.0 Meetings

As Chair of the FRB, the Director of the Center Operations Directorate is authorized to convene the FRB as necessary to discharge and perform the functions of the FRB. The Chair will determine attendance and participation by others. The results of FRB actions will be published in the form of minutes.

B.8.0 Records

The Center Operations Directorate is responsible for the maintenance of this charter and all other records associated with the FRB.

Stennis Procedures and Guidelines	SPG 1152.1 (2)		B
	<i>Number</i>	<i>Rev.</i>	
	Effective Date: March 18, 2004		
	Expiration Date: Until Revised or Rescinded		
		Page 9 of 30	
Responsible Office: RA00/Center Operations Directorate			
SUBJECT: SSC/NASA Charters – Boards/Councils/Committees – Appendix B: Facility Review Board Charter			

B.9.0 Duration

This charter will continue until the directive establishing it is cancelled or amended.

B.10.0 Cancellation

Supersedes SPG 1152.1(3) [Appendix C], dated May 15, 2002.

Stennis Procedures and Guidelines	SPG 1152.1 (3)		B
	<i>Number</i>	<i>Rev.</i>	
	Effective Date: March 18, 2004		
	Expiration Date: Until Revised or Rescinded		
	Page 10 of 30		
Responsible Office: QA00/Safety and Mission Assurance Office			
SUBJECT: SSC/NASA Charters – Boards/Councils/Committees – Appendix C: SSC Safety Management Council Charter			

APPENDIX C: 1152.1(3) – SSC SAFETY MANAGEMENT COUNCIL CHARTER

C.1.0 Purpose

This instruction initiates the charter for the Stennis Space Center Safety Management Council and sets forth its functions and membership.

C.2.0 Applicability

This instruction applies to the entire workforce and the activities performed at SSC under NASA and its prime contractors. This includes Propulsion Testing, Earth Science Applications activities, and the support provided to resident agencies.

C.3.0 Authority

Unless otherwise specified the latest revision is considered to be the correct version.

- a. SPG 8715.1, SSC Safety & Health Procedures & Guidelines.
- b. NPR 8715.3, NASA Safety Manual.

C.4.0 Establishment

- a. SSC has a goal to be the nation's leader in safety and occupational health and in the safety of the products and services we provide. This document establishes the charter for the Safety Management Council (SMC) and defines its membership with responsibilities to facilitate accomplishing that goal.
- b. In general, a safety program's success or lack of success can be measured objectively by the number of close calls or incidents involving injury or death to personnel, and loss or damage to property. These may result in personal and family tragedy, increased capital replacement costs, operational delays, lost productivity, financial costs to SSC, medical expenses, or any combination of these. It is recognized that SSC is involved in many activities with a high potential risk. This risk evaluation and acceptance is one of SSC's most challenging activities and is an integral part of our safety program. The establishment of a SMC at SSC assists in mitigation of these risks. The SMC will function under the direction of the Center Director. The Manager of Safety and Mission Assurance will serve as the executive secretary for the SMC and will coordinate and facilitate meetings as required.

Stennis Procedures and Guidelines	SPG 1152.1 (3)	B
	<i>Number</i>	<i>Rev.</i>
	Effective Date: March 18, 2004	
	Expiration Date: Until Revised or Rescinded	
Page 11 of 30		
Responsible Office: QA00/Safety and Mission Assurance Office		
SUBJECT: SSC/NASA Charters – Boards/Councils/Committees – Appendix C: SSC Safety Management Council Charter		

C.5.0 Functions

- a. The Council manages the implementation of the overall safety policy and provides decisions on the direction of SSC's safety programs. They have the responsibility to ensure the effectiveness of SSC's safety programs and associated reporting system.
- b. The SMC performs the following functions:
 - (1) Defines and documents the SSC Safety policy.
 - (2) Ensures that the safety policy is understood, implemented, and maintained at all levels of the organization. Provides resources and guidance to implement policy and procedure.
 - (3) Establishes work priorities to properly balance safety with other SSC tasks.
 - (4) Documents the results of safety reviews.
 - (5) Reports on the performance of the safety programs for council review and basis for improvement.
 - (6) Establishes and tracks Safety Objectives (Metrics).
- c. The SMC may establish subcommittees and ad-hoc committees to investigate and research selected issues.

C.6.0 Membership

- a. Center Director.
- b. Deputy Center Director.
- c. Director, Center Operations Directorate.
- d. Director, Propulsion Test Directorate.
- e. Director, Business Management Directorate.
- f. Director, Earth Science Applications Directorate.
- g. Manager, Program Integration Office.
- h. Manager, Safety and Mission Assurance Office.
- i. General Manager, Test and Technical Services Contract (TTSC).
- j. Project Manager, Facility Operating Services Contract (FOSC).
- k. Site Director, Hardware Assurance Test Contract (HATC).
- l. Project Manager, Security Services Contract.
- m. Project Manager, Outsourcing Desktop Initiative Contract (ODIN).
- n. NESC Chief Engineer (Non-Voting).

Stennis Procedures and Guidelines	SPG 1152.1 (3)	B
	<i>Number</i>	<i>Rev.</i>
	Effective Date: March 18, 2004	
	Expiration Date: Until Revised or Rescinded	
Page 12 of 30		
Responsible Office: QA00/Safety and Mission Assurance Office		
SUBJECT: SSC/NASA Charters – Boards/Councils/Committees – Appendix C: SSC Safety Management Council Charter		

C.7.0 Meetings

The Council will meet on a monthly basis. As Chair of the SMC, the Center Director may change the meeting or convene additional meetings as necessary.

C.8.0 Records

The Safety and Mission Assurance Office is responsible for maintenance of this charter and all associated records of the Safety Management Council.

C.9.0 Duration

This charter will continue until the directive establishing it is cancelled or amended.

C.10.0 Cancellation

Supersedes SPG 1152.1(4) [Appendix D], dated May 15, 2002.

Stennis Procedures and Guidelines	SPG 1152.1 (4)	B
	<i>Number</i>	<i>Rev.</i>
	Effective Date: March 18, 2004	
	Expiration Date: Until Revised or Rescinded	
Page 13 of 30		
Responsible Office: BA10/Business Support Office		
SUBJECT: SSC/NASA Charters – Boards/Councils/Committees – Appendix D: SSC Quality Management Council (QMC) Charter		

APPENDIX D: 1152.1(4) – QUALITY MANAGEMENT COUNCIL (QMC) CHARTER

D.1.0 Purpose

This instruction documents the charter for the SSC Quality Management Council and sets forth its functions and membership.

D.2.0 Applicability

This charter is applicable to the SSC workforce and the activities performed by NASA and its contractor personnel, including Propulsion Testing, Earth Science activities, and the institutional support provided to resident agencies.

D.3.0 Authority

Unless otherwise specified the latest revision is considered to be the correct version.

SPG 1280.1, John C. Stennis Space Center Management Manual.

D.4.0 Establishment

a. SSC is the NASA Center of Excellence for testing rocket propulsion systems for the Space Shuttle and future space vehicle propulsion systems. Likewise, due to its role in the Earth Science Enterprise, SSC is the Coordinating Center for Earth Science Applications. As such, the SSC processes demand the highest quality work in every aspect. This document establishes the charter for the Quality Management Council (QMC) and defines its membership and responsibilities.

b. The QMC, under the control of the Center Director, has the responsibility to manage the implementation, maintenance, status, and improvement of the quality management system. It manages all onsite processes and operations involved in the delivery of products and services to external customers in the areas of propulsion test, earth science, and institutional support through the existing management structure and systems. The quality management system is aligned with the International Organization for Standardization ISO 9001:2000 standard. Adherence to the ISO 9001:2000 requirements involves a disciplined approach to the design, development, production, and verification of our work elements. Its benefits are measured in the quality of the work performed and its compliance with customers' requirements.

D.5.0 Functions

a. The Council manages the implementation, maintenance, and effectiveness of the quality management system.

Stennis Procedures and Guidelines	SPG 1152.1 (4)	B
	<i>Number</i>	<i>Rev.</i>
	Effective Date: March 18, 2004	
	Expiration Date: Until Revised or Rescinded	
Responsible Office: BA10/Business Support Office		
SUBJECT: SSC/NASA Charters – Boards/Councils/Committees – Appendix D: SSC Quality Management Council (QMC) Charter		

b. The QMC performs the following functions:

- (1) Defines and documents the SSC quality management system.
- (2) Ensures that the quality policy is understood, implemented, and maintained at all levels of the organization.
- (3) Provides resources and guidance to implement policy and procedures.
- (4) Establishes and tracks quality system objectives (metrics).
- (5) Reviews the quality system to ensure its effectiveness.

D.6.0 Membership

- a. Center Director.
- b. Deputy Center Director.
- c. Director, Business Management Directorate.
- d. Director, Center Operations Directorate.
- e. Director, Earth Science Applications Directorate.
- f. Director, Propulsion Test Directorate.
- g. Chief Counsel.
- h. Manager, Office of External Affairs.
- i. Manager, Office of Human Resources and Development.
- j. Manager, Program Integration Office.
- k. Manager, Office of Safety and Mission Assurance.
- l. Chief Financial Officer.
- m. Procurement Officer.
- n. Equal Opportunity Officer.
- o. NESC Chief Engineer (Non-Voting).
- p. Project Manager, Facility Operating Services Contract (FOSC).
- q. General Manager, Test and Technical Services Contract (TTSC).
- r. Site Director, Hardware Assurance Test Contract (HATC).

Stennis Procedures and Guidelines	SPG 1152.1 (4)		B
	<i>Number</i>	<i>Rev.</i>	
	Effective Date: March 18, 2004		
	Expiration Date: Until Revised or Rescinded		
Responsible Office: BA10/Business Support Office		Page 15 of 30	
SUBJECT: SSC/NASA Charters – Boards/Councils/Committees – Appendix D: SSC Quality Management Council (QMC) Charter			

D.7.0 Meetings

The Council meets at least quarterly as documented in the SPG 1280.1, Stennis Management Manual. As Chair of the QMC, the Center Director may change the meeting or convene additional meetings as necessary.

D.8.0 Records

The Business Support Office of the Business Management Directorate is responsible for the maintenance of this charter and all other associated records with the QMC.

D.9.0 Duration

This charter will continue until the directive establishing it is cancelled or amended.

D.10.0 Cancellation

Supersedes, SPG 1152.1 (5) [Appendix E] dated May 15, 2002.

Stennis Procedures and Guidelines	SPG 1152.1 (5)	B
	<i>Number</i>	<i>Rev.</i>
	Effective Date: March 18, 2004	
	Expiration Date: Until Revised or Rescinded	
Page 16 of 30		
Responsible Office: RA40/Office of the CIO		
SUBJECT: SSC/NASA Charters – Boards/Councils/Committees – Appendix E: SSC Information Technology Configuration Control Board		

APPENDIX E: 1152.1(5) – INFORMATION TECHNOLOGY CONFIGURATION CONTROL BOARD (ITCCB) CHARTER

E.1.0 Purpose

To establish a charter for the SSC Information Technology Configuration Control Board (ITCCB) and set forth its functions, membership, and operating approach.

E.2.0 Applicability

- a. This charter is applicable to the Information Technology (IT) infrastructure at SSC that is under the guidance and control of NASA and support contractors.
- b. The definition of IT includes: Automated Desktop Processing (ADP) equipment, Telecommunications (phones, radios), networks, software, and firmware.

E.3.0 Authority

Unless otherwise specified the latest revision is considered to be the correct version.

NPR 2800.1, Managing Information Technology.

E.4.0 Functions

The ITCCB will:

- a. Identify and document those IT systems for which it must control configuration. Documented systems will be reviewed annually or as required to accommodate changes.
- b. Develop a formal procedure for the operations of the ITCCB.
- c. Ensure that approved Agency IT standards and architectural designs are implemented.
- d. Evaluate and approve/disapprove all local IT standards and architectural designs.
- e. Evaluate and approve/disapprove all Change Requests (CR's) to the existing IT infrastructure.
- f. Evaluate and approve/disapprove access request to the Stennis ADP network infrastructure.
- g. Evaluate and approve/disapprove all waivers to Agency and local IT standards and architectural designs.

Stennis Procedures and Guidelines	SPG 1152.1 (5)	B
	<i>Number</i>	<i>Rev.</i>
	Effective Date: March 18, 2004	
	Expiration Date: Until Revised or Rescinded	
Page 17 of 30		
Responsible Office: RA40/Office of the CIO		
SUBJECT: SSC/NASA Charters – Boards/Councils/Committees – Appendix E: SSC Information Technology Configuration Control Board		

E.5.0 Membership

The ITCCB membership as a minimum will consist of the following members:

- a. Chair – SSC Chief Information Officer (CIO).
- b. Member – Information Technology Division Representative.
- c. Member – Propulsion Test Directorate Representative.
- d. Member – Earth Science Applications Directorate Representative.
- e. Member – Program Integration Office.
- f. Member – Other members as determined by the Chair.

E.6.0 Meetings

As Chair of the ITCCB the CIO is authorized to convene the ITCCB as necessary. The Chair will determine attendance and participation by others. The results of each CCB meeting will be documented and published in the form of minutes.

E.7.0 Records

The Chief Information Office is responsible for the maintenance of this charter and all records associated with the ITCCB.

E.8.0 Duration

This charter will continue until the directive establishing it is cancelled or amended.

E.9.0 Cancellation

Supersedes, SPG 1152.1 (6) [Appendix F] dated May 15, 2002

Stennis Procedures and Guidelines	SPG 1152.1 (6)	Basic
	<i>Number</i>	<i>Rev.</i>
	Effective Date: March 18, 2004	
	Expiration Date: Until Revised or Rescinded	
	Page 18 of 30	
Responsible Office: HA00/Program Integration Office		
SUBJECT: SSC/NASA Charters – Boards/Councils/Committees – Appendix F: SSC Program Management Council (PMC) Charter		

APPENDIX F: 1152.1(6) – STENNIS SPACE CENTER PROGRAM MANAGEMENT COUNCIL (PMC) CHARTER

F.1.0 Purpose

a. The purpose of the SSC Program Management Council (PMC) is to provide a Center-level forum for addressing strategic planning, resource management, and implementation issues of all SSC managed Programs, Projects, and tasks that provide aerospace products or capabilities (PAPAC).

b. The SSC PMC shall support the Center Director in:

- (1) Assuring that the Center functions as an integrated system in planning, approving, and implementing its mission to meet its strategic objectives and commitments within available resources; and
- (2) Meeting functional management responsibilities including project management policy, process development, maintenance, and oversight.

F.2.0 Applicability

a. This charter is applicable to all SSC aerospace related programs and projects.

b. The SSC PMC reviews all new work opportunities and established programs, projects and tasks that provide aerospace products and capabilities. Any member of the SSC PMC can request any effort at the Center to report to the SSC PMC.

F.3.0 Authority

Unless otherwise specified the latest revision is considered to be the correct version.

- a. NPD 7120.4, Program/Project Management.
- b. NPR 7120.5, NASA Program and Project Management Processes and Requirements.

F.4.0 Responsibilities

a. Project Formulation and Implementation

The SSC PMC will be responsible for:

- (1) Providing a commitment of SSC resources for projects entry into the Formulation Phase and a recommendation to the Governing Program Management Council (GPMC) when required;

Stennis Procedures and Guidelines	SPG 1152.1 (6)	Basic
	<i>Number</i>	<i>Rev.</i>
	Effective Date: March 18, 2004	
	Expiration Date: Until Revised or Rescinded	
	Page 19 of 30	
Responsible Office: HA00/Program Integration Office		
SUBJECT: SSC/NASA Charters – Boards/Councils/Committees – Appendix F: SSC Program Management Council (PMC) Charter		

- (2) Reviewing and assessing potential new programs, projects, and tasks for compatibility with NASA and SSC strategic plans, adequacy of proposed project planning and management, and conformance of projects to their Program Plan and Program Commitment Agreements;
- (3) Reviewing and assessing proposal development activities and providing a commitment of SSC resources for SSC prepared proposals prior to submission;
- (4) Providing a commitment of Center resources to the baseline programs and subsequent re-baselines;
- (5) Assigning priorities within the Center that cannot be resolved at the Directorate level;
- (6) Receiving reports/recommendations from independent evaluation (e.g., Independent Annual Reviews, Non-advocate Reviews, etc.), deliberate on those recommendations and determine appropriate actions;
- (7) Providing a commitment of SSC resources for project entry into Implementation Phase and a recommendation to the GPMC;
- (8) Calling for Independent and Special Reviews, including Termination Reviews, as necessary;
- (9) Resolving inter-Directorate issues; and
- (10) Providing oversight to ensure conformance with Agency and Center policies, systems, and procedures.

b. Technology and Advanced Development Review and Assessment

The Council will review and assess technology and advanced development projects required to successfully execute assigned projects. The PMC will assure that commercial technology development opportunities are maximized.

In accomplishing these responsibilities, the Council will address the following matters:

- (1) Compatibility of new projects with NASA and SSC strategic plans and with projected resources availability;
- (2) Adequacy of proposed planning and management;
- (3) Readiness to proceed to the next project phase;
- (4) Conformance of projects to their Project Plan, Program Plan, and Program Commitment Agreements through review of status reports and independent validations;
- (5) Performance on major contracts;

Stennis Procedures and Guidelines	SPG 1152.1 (6)	Basic
	<i>Number</i>	<i>Rev.</i>
	Effective Date:	March 18, 2004
	Expiration Date:	Until Revised or Rescinded
Page 20 of 30		
Responsible Office: HA00/Program Integration Office		
SUBJECT: SSC/NASA Charters – Boards/Councils/Committees – Appendix F: SSC Program Management Council (PMC) Charter		

- (6) Recommended cancellation or continuation of projects, as required;
- (7) Special issues arising in the planning and execution of projects; and
- (8) Oversight to ensure conformance with Agency and Center policies, systems, and procedures.

F.5.0 Membership

The SSC PMC will consist of the following personnel or delegated representative:

- a. Center Director, Chair.
- b. Deputy Director, Alternate Chair.
- c. Manager, Office of Safety and Mission Assurance.
- d. Director, Propulsion Test Directorate.
- e. Director, Earth Science Applications Directorate.
- f. Director, Business Management Directorate.
- g. Director, Center Operations Directorate.
- h. Manager, Program Integration Office.
- i. Manager, Office of External Affairs.
- j. Chief Counsel.
- k. Manager, Office of Human Resources and Development.
- l. Chief Information Officer.
- m. Systems Management Office Representative.
- n. NESC Chief Engineer (Non-Voting).

F.6.0 Meetings

The Chair will convene the Council, monthly or more often if required, to discharge the responsibilities and perform the functions of the council.

F.7.0 Duration

This charter will continue until the directive establishing it is cancelled or amended.

Stennis Procedures and Guidelines	SPG 1152.1 (6)		Basic
	<i>Number</i>	<i>Rev.</i>	
	Effective Date: March 18, 2004		
	Expiration Date: Until Revised or Rescinded		
Responsible Office: HA00/Program Integration Office		Page 21 of 30	
SUBJECT: SSC/NASA Charters – Boards/Councils/Committees – Appendix F: SSC Program Management Council (PMC) Charter			

F.9.0 Records

The Systems Management Office of the Program Integration Office is responsible for the maintenance of this charter and all other associated records of the PMC.

F.10.0 Cancellation

Supersedes, SPG 1152.1 (7) [Appendix G] dated May 15, 2002

Stennis Procedures and Guidelines	SPG 1152.1 (7)	Basic
	<i>Number</i>	<i>Rev.</i>
	Effective Date: March 18, 2004	
	Expiration Date: Until Revised or Rescinded	
Page 22 of 30		
Responsible Office: RA40/Office of the CIO		
SUBJECT: SSC/NASA Charters – Boards/Councils/Committees – Appendix G: SSC CIO Executive Board (CIOEB) Charter		

APPENDIX G: 1152.1(7) – SSC CIO EXECUTIVE BOARD (CIOEB) CHARTER

G.1.0 Purpose

This instruction documents the charter for the SSC CIO Executive Board (CIOEB) and sets forth its functions and membership.

G.2.0 Applicability

This charter is applicable to all Information Technology (IT) under all organizational elements, including contractors, under the management of the SSC Center Director.

G.3.0 Authority

Unless otherwise specified the latest revision is considered to be the correct version.

- a. 42 U.S.C. 2473(c)(1), Section 203(c)(1) of the National Aeronautics and Space Act of 1958, as amended.
- b. 40 U.S.C. 1401, et seq., Section 808 of Public Law 104-208, the Clinger-Cohen Act of 1996 [renaming, in pertinent part, the Information Technology Management Reform Act (ITMRA), Division E of Public Law 104-106].
- c. E.O. 13011, Federal Information Technology.
- d. OMB Circular A-11, Preparation, Submission, and Execution of the Budget.
- e. OMB Circular A-130, Management of Federal Information Resources.
- f. 31 U.S.C. 1101-1119, 9703-9704, the Government Performance and Results Act (GPRA) of 1993, as amended.
- g. NPD 7120.4, Program/Project Management.
- h. NPR 7120.5, NASA Program and Project Management Processes and Requirements.
- i. NPD 2800.1, Managing Information Technology.
- j. NPR 2800.1, Managing Information Technology.
- k. NPD 2810.1, Security of Information Technology.
- l. NPR 2810.1, Security of Information Technology.
- m. SPD 1107, SSC Organization, Mission, and Responsibilities.

Stennis Procedures and Guidelines	SPG 1152.1 (7)	Basic
	Number	Rev.
	Effective Date:	March 18, 2004
	Expiration Date:	Until Revised or Rescinded
Page 23 of 30		
Responsible Office: RA40/Office of the CIO		
SUBJECT: SSC/NASA Charters – Boards/Councils/Committees – Appendix G: SSC CIO Executive Board (CIOEB) Charter		

G.4.0 Establishment

This charter establishes the SSC CIO Executive Board to:

- a. Help manage the continued rapid development of IT and its direct applicability to missions of the Agency and the Center.
- b. Support the expanding responsibilities of the Center CIO.
- c. Ensure the adherence to the Agency's and Center's IT reforms, IT strategic planning, and external federal initiatives.

G.5.0 Functions

The CIOEB shall act as the governing body for IT at SSC serving the SSC Office of the CIO to accomplish the following. The Board shall:

- a. Act as the IT governing organization for SSC and include the appropriate review and concurrence for all of SSC's IT strategies, planning, policies, architecture, requirements, standards, and IT security.
- b. Ensure that SSC's IT meets or exceeds Agency and Center requirements by establishing IT policies and procedures as necessary that allow the Office of the CIO at SSC to manage and sustain an IT environment that fully aligns with and adheres to the Agency and Center strategic plans, investments, architecture, and governing processes.
- c. Recognize NASA's Office of the CIO's governing documents, including but not limited to NASA's *Information Resources Management (IRM) Strategic Plan*, *Enterprise Architecture (EA)*, *Capital Planning & Investment Control (CPIC) Process*, *Integrated Information Infrastructure Program (IIIP) Plan*, *annual IT POP guidance*, and *the governance inferred in the "CIO Roles and Responsibilities Matrix,"* as the policies and standards to which all Center IT will align and conform.
- d. Create temporary control boards (CB) and committees or charter permanent control boards as necessary and, for each CB and committee, assign membership, define its decision-making authority and its accountability. The Board shall monitor the actions of each CB and committee for compliance with this instruction within its normal agenda.
- e. Manage, maintain and ensure adherence to the Center's IT procurement, IT strategic planning, and IT performance measures processes.
- f. Review Center IT investment plans and IT budget formulation for completeness and value delivery; identify unnecessary redundancies, and inefficiencies; ensure compliance with existing NASA and SSC policies and procedures.

Stennis Procedures and Guidelines	SPG 1152.1 (7)	Basic
	<i>Number</i>	<i>Rev.</i>
	Effective Date: March 18, 2004	
	Expiration Date: Until Revised or Rescinded	
Page 24 of 30		
Responsible Office: RA40/Office of the CIO		
SUBJECT: SSC/NASA Charters – Boards/Councils/Committees – Appendix G: SSC CIO Executive Board (CIOEB) Charter		

- g. Evaluate and provide recommendations on significant capital IT investments to the SSC Program Management Council (PMC).
- h. Establish a framework for IT reporting, including the establishment of balanced measures and performance metric processes, and periodically report SSC's IT state of health to the Center Director and the Agency's Office of the CIO.
- i. Promote the dissemination of information by its members to their representative organizations regarding the use of IT, its operational and governing processes, standards, organizational impacts, and other information suitable to guide the SSC community in the use, expectation, and anticipation of IT resources and services.
- j. Periodically review with the Center CIO the actions of the CIOEB and critically assess its own performance.

G.6.0 Membership

- a. The CIOEB is comprised of the Chair and permanently assigned standing members to the Board who will participate in all Board decisions along with the Chair. Ad hoc members may be temporarily designated to the Board by the standing membership and will participate in Board discussions as specified by the Chair.
- b. Ex-officio members, comprised of representatives from each of NASA/SSC's Primary Contractors and also representing a permanent position on the Board, will be appointed by the Board Chair and will serve as advisors to the Board and may not directly participate in Board decisions. Special Support representative(s) from each control board or committee created by the CIOEB will report control board and/or committee activities, and act as an advisor to the CIOEB but may not participate in Board decisions. An Executive Secretary shall be appointed by the Board's Chair. The Chair may invite other subject matter experts (SME) in ex-officio to participate in Board discussions as necessary in an advisory role only.
- c. The SSC Deputy CIO will act as the Proxy Board Chair during any absence of the SSC CIO. Each "Official" member is responsible for the assignment of a Proxy representative within their own organization to represent him or herself during any absence from scheduled activity or meeting.
- d. Standing membership is as follows:
 - (1) SSC CIO, Chair.
 - (2) Office of the CIO, SSC Deputy CIO, (Chair in Proxy).
 - (3) Representative, SSC Program Integration Office (PIO).

Stennis Procedures and Guidelines	SPG 1152.1 (7)	Basic
	<i>Number</i>	<i>Rev.</i>
	Effective Date: March 18, 2004	
	Expiration Date: Until Revised or Rescinded	
Page 25 of 30		
Responsible Office: RA40/Office of the CIO		
SUBJECT: SSC/NASA Charters – Boards/Councils/Committees – Appendix G: SSC CIO Executive Board (CIOEB) Charter		

- (4) Representative, SSC Propulsion Test Directorate (PTD).
- (5) Representative, SSC Earth Science Applications Directorate (ESA).
- (6) Representative, SSC Center Operations Directorate (CenterOps).
- (7) Representative, SSC Business Management Directorate (BMD).

e. “Ex-officio” members shall include major contractors (e.g., FOSC, TTSC, ODIN, HATC) as approved by the Chair.

f. “Ad hoc” members shall include those as designated by a Standing member’s organization and will participate in Board decisions as determined by the Board’s Chair.

g. “Special Support” members shall include representative(s) designated by the Board from each permanent, semi-permanent, and temporary control board and committee established by the CIOEB.

G.7.0 Meetings

a. Meetings will be held monthly and as needed, and/or as determined by the Chair. Special meetings will convene as necessary and scheduled by the Chair. The results of each meeting will be documented and published in the form of minutes. The Board will meet at least once a month to review actions.

b. A quorum of the Chair and four Standing members, or corresponding Standing Proxy member(s) is required for any Board decision or approval to occur.

c. The Chair shall ensure meeting preparation, efficiency, and follow up on actions. Members are expected to attend and participate in scheduled meetings.

G.8.0 Records

The SSC Office of the CIO is responsible for the maintenance of this charter and all other associated records with the CIOEB. The Office of the CIO will collect, maintain, retain, and dispose of records that document CIOEB meetings. Records shall include: 1) Agendas, 2) Minutes, 3) Special Actions, 4) Disposition of Actions, and 5) Reports as Required.

G.9.0 Duration

This charter will continue until the requirements establishing its need is cancelled or amended.

G.10.0 Cancellation

None

Stennis Procedures and Guidelines	SPG 1152.1 (8)	Basic
	<i>Number</i>	<i>Rev.</i>
	Effective Date: March 18, 2004	
	Expiration Date: Until Revised or Rescinded	
Page 26 of 30		
Responsible Office: AA00/Center Director		
SUBJECT: SSC/NASA Charters – Boards/Councils/Committees – Appendix H: SSC Employee Safety Council Charter		

APPENDIX H: 1152.1(8) – SSC EMPLOYEE SAFETY COUNCIL CHARTER

H.1.0 Purpose

The purpose of the Employee Safety Council is to provide a forum for employee-based involvement in the continual improvement of safety and health issues at Stennis Space Center (SSC).

H.2.0 Applicability

This charter extends to the workforce and the activities performed at SSC by NASA and its onsite supporting contractors.

H.3.0 Authority

Unless otherwise specified the latest revision is considered to be the correct version.

NPR 8715.1, NASA Safety and Health Handbook Occupational Safety and Health Programs.

H.4.0 Establishment

The ESC is established under the sponsorship of the SSC Center Director and provides status of their activity through the SSC Safety Management Council (SMC).

- a. The ESC can form its own specialized sub-committees..
- b. The ESC has the authority to request the voluntary assistance of any organization at SSC to advise and/or help in resolving safety or health issues.
- c. Budget issues will be brought to the sponsor and the SMC.
 - (1) The Center Director is the sponsor.
 - (2) The Center Director will define the ESC budget.
- d. The Chair will serve for a period of six months and will be replaced by the Co-Chair.
- e. A new Co-Chair will be elected from the ESC membership to replace the outgoing Co-Chair. Total length of term for the Co-Chair will be one year (six months as Co-Chair and six months as Chair). The Co-Chair will also serve as the Chair in the event of the Chair's absence. These officers are elected by a simple majority of members in attendance.
- f. The new Chair will appoint the Secretary from the ESC membership.

Stennis Procedures and Guidelines	SPG 1152.1 (8)	Basic
	<i>Number</i>	<i>Rev.</i>
	Effective Date: March 18, 2004	
	Expiration Date: Until Revised or Rescinded	
		Page 27 of 30
Responsible Office: AA00/Center Director		
SUBJECT: SSC/NASA Charters – Boards/Councils/Committees – Appendix H: SSC Employee Safety Council Charter		

H.5.0 Functions

The ESC promotes and integrates employee involvement in identifying and resolving safety and health issues. The functions of the ESC are to:

- a. Increase communications.
 - (1) Receive and gather safety and occupational health information.
 - (2) Flow information through the NASA organizations and contractors pertaining to ongoing safety / occupational health issues.
- b. Review, investigate, and make recommendations to the SMC for safety / occupational health issues.
- c. Promote standardization and improvement of safety and health practices across all organizations and contractors under the direction of the SMC.
- d. Strive to inspire, mentor, promote, and facilitate widespread active employee participation in the safety and health programs of SSC.

H.6.0 Membership

The membership of the ESC will consist of any employee, not to exceed first level management positions within the SSC Community. Safety professionals in attendance are advisory, and upon invitation. At least one safety professional will be in attendance at each meeting. Representatives may be appointed by SSC organizations. Meetings will be open for individual employees to raise a safety or health concern. The membership of the ESC will consist of the following:

- a. Chair.
- b. Co-Chair.
- c. Secretary.
- d. Employee representatives.

H.7.0 Meetings

The ESC will meet the last Wednesday of the month.

H.8.0 Records

Minutes from each meeting, are informational in purpose, and will be recorded by the secretary and made available to all SSC Communities and the SMC.

Stennis Procedures and Guidelines	SPG 1152.1 (8)	Basic
	<i>Number</i>	<i>Rev.</i>
	Effective Date: March 18, 2004	
	Expiration Date: Until Revised or Rescinded	
Responsible Office: AA00/Center Director		Page 28 of 30
SUBJECT: SSC/NASA Charters – Boards/Councils/Committees – Appendix H: SSC Employee Safety Council Charter		

H.9.0 Duration

This charter will continue until the need for its establishment is superseded or rescinded.

H.10.0 Cancellation

None

Stennis Procedures and Guidelines	SPG 1152.1		B
	<i>Number</i>	<i>Rev.</i>	
	Effective Date: March 18, 2004		
	Expiration Date: March 18, 2009		
	Page 29 of 30		
Responsible Office: AA00/Center Director			
SUBJECT: SSC/NASA Charters – Boards/Councils/Committees – Attachment 1 - Example Management Council Checklist			

ATTACHMENT 1 – EXAMPLE MANAGEMENT COUNCIL CHECKLIST

Management Council Checklist

Date:

Conference room booked ☐ Telecon set ☐ Meeting request sent ☐
Confirmation # rec'd ☐ Dial in # distributed ☐ Agenda distributed ☐

Meeting information received:

Description

Distributed

Received from

_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>

Agenda checked for meeting attendees needed (other than regular members) ☐

Other Attendees:

Name	Location	Phone	Confirm or Decline

Meeting minutes distributed on: _____

Note: Actions are tracked electronically, updated with meeting information after minutes are approved. Reports are printed as needed.

Filing: Hard copies of presentations and action item closure documentation are kept in a file with supporting information. In addition, hard copies of meeting information are kept separately to include meeting agenda, meeting checklist, telecon information, meeting minutes (draft, marked up copies, and final copy), and other supporting meeting information. The same electronic information is stored for each meeting.